**South Staffordshire College**

**Tender Document**

**for the**

**Procurement**

**of**

**Internal Audit Provider**

**Dated 1st November 2024**

**Tender Document Number: SSC2024011**

South Staffordshire College was created in 2009, as a result of a merger – Cannock Chase Technical College, Rodbaston College, Lichfield College and two Tamworth College Campuses.

South Staffordshire College offers a range of Further Education courses, encompassing 10,000 learners. It also has a Higher Education provision in conjunction with the University of Wolverhampton and Staffordshire University.

South Staffordshire College has a Turnover of £33 million.

South Staffordshire College Finance & Resource Department requires the Services to provide an

Internal Audit Service

South Staffordshire College now puts forth this Tender.

**GENERAL INFORMATION**

**1. INTRODUCTION**

1.1 South Staffordshire College invites Tenders for Internal Audit Service. Information can be found in the Internal Audit Specification Section. (Appendix A)

1.2 This Invitation to Tender (ITT) is issued simultaneously to all organisations invited to tender. Tenderers should read this ITT document as soon after receipt as possible.

1.3 This ITT document should provide all the information required.

1.4 Tenderers are (in accordance with the provisions set out below) invited to submit Tenders by no later than 1200HRS 19th December 2024. The Tenderer with the Most Economically Advantageous Tender will be awarded the contract.

**2.** **RIGHT TO CANCEL OR VARY THE PROCESS**

2.1 South Staffordshire College reserves the right.

2.2 Not to award a contract.

2.4 To require a Tenderer to clarify its submission in writing and/or provide additional information (failure to respond adequately may result in a Tenderer not being successful).

2.5 Amend these Instructions to Tenderers.

**3. TENDER DOCUMENTS**

3.1 This Invitation to Tender (ITT), describes the form and content of Tenders, the timetable for all Services, the tendering process and the commercial terms on which South Staffordshire College will award in due course to the successful Tenderer.

**4. THE SPECIFICATION**

4.1 South Staffordshire College will not accept changes to the Purchase Order/Terms & Conditions that it intends to enter into the Contract with the Successful Tenderer.

4.2 Mark-ups of the Contract are not invited and if a Tenderer submits any mark-ups or makes amendments to this document or indicates that they do not accept any or all the terms of the Tender, South Staffordshire College will reject that Tender.

4.3 Accordingly, every Tender received by South Staffordshire College shall be deemed to have been made subject to the terms and conditions of the Purchase Order unless South Staffordshire College has expressly agreed in writing to the contrary and the document (or a legible copy thereof) expressing that agreement is appended to and therefore forms part of the Contract. Any alternative terms or conditions offered on behalf of a Tenderer shall be deemed to have been rejected by South Staffordshire College unless expressly accepted by it in writing.

4.4 Tenderers should note that the Service Provider shall be contractually bound to deliver the Service in accordance with the terms set out in the South Staffordshire Terms & Conditions Contract.

4.5 The successful Tenderer will be required to execute the Purchase Order promptly and shall not commence the provision of Service nor be entitled to any remuneration whatsoever until it has done so unless otherwise expressly agreed at its discretion by South Staffordshire College.

4.6 The successful Tenderer shall be liable for any loss or damage incurred by South Staffordshire College if the Service cannot be delivered on the Commencement Date as a result of the successful Tenderer’s failure to execute the Contract properly.

**5. RESPONSE DOCUMENTATION**

5.1 The Response Document sets out the forms to be completed by the Tenderers. APPENDIX A.

**TENDER PROCESS**

**6. THE PROCUREMENT PROCESS**

6.1 South Staffordshire College is conducting this procurement tender to find a suitably qualified and experienced firm to provide Internal Audit Services across all five campuses. This Tender is therefore launched for the Service across all five campuses, as and when required.

6.2 It does however mean that there will be no opportunity to enter into dialogue or negotiation around the Procurement of Service. Accordingly, Tenderers must ensure that they have understood South Staffordshire College’s requirements, as per Internal Audit Specifications.

**7. POST SUBMISSION OF TENDERS**

7.1 Following submission of Tenders they will be evaluated and the Tenderer with the most economically advantageous tender will be selected as the Successful Tenderer. If necessary, this may be preceded by a period of clarification.

7.2 Tenderers will be notified of the Tender award decision by email and a standstill period of 5 calendar days will be provided for before any agreement is entered into.

7.3 The award, is subject to the formal approval processes of South Staffordshire College. Until all necessary approvals are obtained and the standstill period completed, no agreement will be entered into.

7.4 South Staffordshire College reserves the right at any time to determine whether or not to continue with this Tender and whether or not to enter into any agreement with a Tenderer.

**8. CONTENTS OF THE TENDER**

8.1 Tenderers are invited to submit one compliant Tender. Variants are not permitted and will be rejected. A variant submission will be considered non-compliant and not substantially complete for the purposes.

8.2 All prices and rates shall be annotated as Inclusive of Value Added Tax. South Staffordshire College shall not pay any sum or sums other than those set out in the Pricing Document.

8.3 Responses should be self-contained.

8.4 Generic and promotional material should not be included.

8.5 Tenderers should ensure that their Tender is complete when submitted. Any Incomplete Tenders will be rejected. (Unless Tenderer is unable to supply a certain Manufacturers model).

8.6 Tenders received after the Deadline will be rejected.

**8.7 Each section of the Tender shall:**

 8.7.1 Have the name of the Tenderer and the section and sub-section reference clearly

 indicated at the top each page of the Tender.

 8.7.2 Be submitted in English.

 8.7.3 Price and financial data provided must be submitted in or converted into pounds

 sterling.

**9. CONDITIONS OF TENDERING**

9.1 Sufficiency of Information.

9.2 The Tenderer shall ensure that it is familiar with the content, the extent and nature of its obligations as outlined in the Tender documents and shall in any event be deemed to have done so before submitting its Tender.

9.3 The Tenderer will be deemed for all purposes connected with the Tender documents to have carried out all research, investigations and enquiries which can reasonably be carried out and to have satisfied itself as to the nature, extent, volume and character of the Service in the context of and as described in the Specification.

**10. PROCEDURE FOR SUBMITTING TENDERS**

10.1 Tenderers are required to submit their completed Response (attachments/documents) via email to:- Tenders@southstaffs.ac.uk

10.2 All Forms of Tender must remain valid and open for acceptance by South Staffordshire College for a period of six months.

10.3 The Tenderer shall include in its Tender details of all information or assumptions that it has considered in relation to the submission of its Tender which must in any event be in accordance with the requirements, conditions and stipulations of these Instructions to Tenderers.

10.4 In addition, the Tenderer shall give further written or verbal details and information as may reasonably be requested by South Staffordshire College.

**11. COMPLIANCE CHECKS**

11.1 All Tenders will be first checked for compliance with this ITT and for completeness. The Evaluation Team may seek clarification from the Tenderers in order for the Evaluation Team to determine if a Tender is complete and compliant. Tenderers are reminded that Tenders must not be qualified or subject to clarification or confirmation and must be submitted strictly in accordance with this ITT.

11.2 If a Tender is not substantially complete, or is not qualified, is offered as, or is not submitted in accordance with this ITT, then South Staffordshire College will exclude such responses from further consideration. South Staffordshire College decision to exclude such a Tender shall be final.

11.3 A Compliant Tender is one which:

 11.3.1 Is complete.

 11.3.2 Is qualified or subject to clarification or confirmation and does not leave any material matter for negotiation or dialogue (this being a Restricted Procedure which does not facilitate dialogue or negotiation).

 11.3.3 Does not derogate from the Contract.

 11.3.4 Is delivered before the Deadline.

**12. TENDER EVALUATION AND AWARD PROCEDURE**

12.1 Award Stage: Tenders successfully passing the Qualification Stage will be subject to the Award Stage. Evaluation which will comprise an assessment of the Tenders to determine which is the most economically/advantageous to South Staffordshire College.

12.2 South Staffordshire College shall not be bound to award the Contract to the Tenderer with the lowest price structure.

12.3 South Staffordshire College reserves to itself the right in its absolute discretion.

12.4 Not to award the Contract.

12.5 Where information or documentation submitted by Tenderers is or appears to be incomplete or erroneous, South Staffordshire College reserves the right at its absolute discretion to request Tenderers to submit, supplement, clarify or complete the relevant information or documentation within a time limit to be given.

12.6 Evaluation Team

12.7 South Staffordshire College has established an evaluation team comprising of representatives from the Department(s) in (January 2025) being the Commencement Date.

**13. COSTS AND EXPENSES**

13.1 All costs, expenses and liabilities incurred by the Tenderer in connection with preparation and submission of the Tender will be borne by the Tenderer.

13.2 The Tenderer shall have no claim whatsoever against South Staffordshire College in respect of such costs and in particular (but without limitation) South Staffordshire College shall not make any payments to the successful Tenderer or any other Tenderer save as expressly provided for in the Purchase Order and (save to the extent set out in the Tender documents) no compensation or remuneration shall otherwise be payable to the successful Tenderer in respect of the Service by reason being different from that envisaged by the successful Tenderer or otherwise.

**14. CONFIDENTIALITY AND OWNERSHIP OF DOCUMENTS**

14.1 The Tender documents and all other documentation issued by South Staffordshire College relating to the Purchase Order shall be treated by the Tenderer as private and confidential for use only in connection with the Tender and any resulting Purchase Order and shall not be disclosed in whole or in part to any third party without the prior written consent of South Staffordshire College save where such information has been disclosed for the purposes of obtaining quotations from OEM’s (Original Equipment Manufacturer’s).

14.2 The copyright in all the documents that constitute the Contract shall vest in South Staffordshire College and all such documents and all copies thereof are and shall remain the property of South Staffordshire College and must be returned to South Staffordshire College upon demand.

14.3 South Staffordshire College may disclose detailed information relating to the Tender to their Directors or Officers who have a final involvement in the Tender Process prior to The Award.

**15. ANNOUNCEMENTS**

15.1 South Staffordshire College reserves the right to publish the amounts of Tenders and the name of the successful Tenderer and to publish such other information regarding Tenders as it may be required to publish in accordance with statutory provisions with which South Staffordshire College must comply.

**16. EQUAL OPPORTUNITIES**

16.1 Tenderers are reminded of their obligations to comply with the provisions of the Equalities Legislation and the obligations on the successful Tenderer to assist the Council to comply with their obligations under the Equalities Legislation.

**17. MODERN SALVERY & HUMAN TRAFFICKING**

17.1 South Staffordshire College are also committed to ensuring there is transparency in our own

 business and in our approach to tackling modern slavery throughout our supply chains,

consistent with our disclosure obligations under the Modern Slavery Act 2015. We expect the same high standards from all our contractors, suppliers and other business partners and as part of our contracting processes and include specific prohibitions against the use of forced, compulsory or trafficked labour, or anyone held in slavery or servitude, whether adults or children, and we expect that our suppliers will hold their own suppliers to the same high standards.

This policy applies to all persons working for us or on our behalf in any capacity, including employees at all levels; directors; officers, agency workers, seconded workers, volunteers, interns, agents, contractors, external consultants, third-party representatives, and business partners.

**APPENDIX A**

**KEY SPECIFICATIONS**

**INTERNAL AUDIT SPECIFICATIONS**

**&**

**TIMEFRAME**

**INTERNAL AUDIT SPECIFICATION**

**Background to Tender**

South Staffordshire College (“the College”) requires a Service Provider to provide an internal audit service to conduct independent appraisal of the College’s activities, its financial systems and management controls.

The Internal Audit Service provided by the successful Service Provider will be responsible for providing assurance to the College’s Governing Body on all financial and related control arrangements, including business risk management. As part of its function, the Service Provider will evaluate and report to management on the effectiveness of the systems and controls for which management are responsible.

###### The Procurement

The purpose of this procurement is to achieve best value for money in the provision of Internal Audit Services for the College through a competitive tendering exercise.

The contract will be for a period of three years commencing on 1st August 2025 until 31st July 2028*.* The contract may be extended by a two further one year periods by agreement between the College and the Service Provider.

###### Specifications

**The Scope of the Audit**

The scope of Internal Audit extends to all the College’s activities. The College does not have any subsidiary companies or sponsored academy trusts.

The Service Provider will consider the adequacy of controls necessary to secure economy, efficiency and effectiveness in all areas. It will seek to confirm that management have taken the necessary steps to achieve these objectives.

It is not within the remit of the Service Provider to question the appropriateness of policy decisions. The Service Provider will, however, be required to examine the management arrangements of the College by which decisions are made, monitored and reviewed.

The Service Provider may be requested by the College Governing Body, Audit Committee, Principal and Deputy Principals to conduct special reviews, provided such reviews do not compromise the Service Provider's objectivity, independence or the achievement of the systems audit plan.

**Service Provider's Responsibilities**

An annual opinion is required for the College’s Governing Body through the Audit Committee on the status of internal control of the College. In addition the Service Provider’s Audit Partner is able to comment on other activities for which the Members of the College’s Governing Body are responsible and to which the Service Provider will have access.

In order to provide the required assurance, the Service Provider will undertake a programme of work over a cycle authorised by the Audit Committee to achieve the following objectives:

Review and appraise the soundness, adequacy and application of accounting and other financial controls.

Ascertain the extent to which systems of control ensure compliance with established policies and procedures, and take account of business risk.

Ascertain the extent to which the assets and interests entrusted or funded by the relevant College are properly controlled and safeguarded from losses of all kinds.

Ascertain that accounting and other management information is reliable as a basis for the production of accounts and other returns.

Ascertain the integrity and reliability of financial and other information provided to management including that used in decision making.

Ascertain that systems of control are documented and operate to achieve the most economic, efficient and effective use of resources.

The Service Provider’s first activity must be to undertake a comprehensive needs assessment which will inform the Service Provider’s initial plans.

**Independence**

Within the College, responsibility for internal control rests fully with the management who must ensure that adequate arrangements exist without reliance on the Service Provider. In order to preserve the objectivity and impartiality of the Service Provider’s professional judgements, responsibility for implementing audit recommendations rests with management.

The Service Provider will have no executive role nor will it have any responsibility for the development, implementation or operation of systems. It may provide advice, however, on control and related matters subject to the need to maintain objectivity.

The Service Provider will be granted rights of access to all the College’s records, information and assets which it considers necessary to fulfil its responsibilities. Rights of access to other bodies are set out in the conditions attached to the funding provided by the College. The Service Provider’s Audit Partner will have a right of access to the Chairman of the Audit Committee, the Principal and Deputy Principals and the Finance Officers.

**Indemnities and Insurance**

The Service Provider shall indemnify and keep indemnified the College against all actions, claims, demands, costs and expenses incurred by or made against the College in respect of any loss or damage which arises from any advice given or anything done or omitted to be done under this contract to the extent that such loss or damage is caused by the negligence or other wrongful act of the Service Provider, its servants or agents.

The Service Provider shall effect with an insurance company or companies acceptable to the College, a policy or policies covering all the matters which are the subject of the indemnities and undertakings on the part of the Service Provider contained in this contract, in the sum of £5,000,000 at least in respect of one incident and unlimited in total, unless otherwise agreed by the College in writing.

**Standards and Approach**

The Service Provider’s work will be performed with due professional care in accordance with appropriate professional auditing practice and will Code of Audit Practice. In achieving its objectives, the Service Provider must:

Identify all elements of control systems on which it is proposed to place reliance and establish a review cycle.

Evaluate those systems identifying inappropriate or inadequate controls and recommend improvements and procedures or practices.

Ascertain that procedures and controls are documented and operate to achieve the most economic and efficient use of resources.

Draw attention to any apparently uneconomical or otherwise unsatisfactory results flowing from decisions, practices or policies.

Liaise with external auditors and the Audit Service to enhance the level of service that is provided for the management of the College.

If, in the reasonable view of the College, the standard of work provided by the Service Provider is of unsatisfactory quality, the College shall, at its discretion:

Require the Service Provider to repeat the work in question to a satisfactory standard at no cost to the College; or

Arrange for the work to be undertaken by a third party, and pass on the costs of such work to the Service Provider.

In order to ensure a satisfactory level of service, the Service Provider will be required to agree with the College a formal Service Level Agreement. It will be the Service Provider’s obligation to ensure that the stated service levels are adhered to at all times.

The College understands that there are different models of delivery for internal audit, however the preference is for:

A hybrid approach to delivery that assumes remote delivery with on-site provision where advantageous or necessary;

An audit approach that allows audits to be completed with shorter, intensive programmes rather than reviews that are spread out over a longer period of time. Ideally audits would start and finish in the same working week.

The College prides itself on providing equality of opportunity to its employees, implementing staff development policies which it feels provides staff with the opportunity to achieve their full potential for their own benefit and for that of the College. The Service Provider will be required to ensure that all staff used in the performance of this Contract are of a suitable level of expertise and experience, and that junior staff are given adequate supervision. Furthermore, the College wishes the following aspects to be considered by the Service Provider:

Continuity of staff, so that the Service Provider’s personnel involved in performing the Contract can develop a suitable knowledge and understanding of the College;

A suitable skills mix to cover all appropriate areas of activity.

**Account Management and Personnel**

The Service Provider will be required to ensure that all staff used in the performance of this contract are of a suitable level of expertise and experience, and that junior staff are given adequate supervision.

The Service Provider will nominate an Audit Partner who will agree the overall strategy and be responsible for:

Ensuring delivery of a quality service throughout the duration of the Contract;

Attending annual contract reviews with the Deputy Principal Finance & Resources

Approving every audit report prior to submission in draft form to the College.

The Service Provider must also nominate an Audit Manager who will be responsible for the day-to-day management and smooth running of the Contract.

The Service Provider will provide specialist auditors for more complex or specialist audits. Examples of such audits include (but are not limited to) student records and funding audits (ILRs), IT audits and data protection audits.

If for any reason the College considers any of the Service Provider’s personnel, including the Audit Partner and the Audit Manager, to be unsuitable for performing the service, the Service Provider shall remove such personnel from the Contract and replace them with members of staff approved by the College.

**Reporting**

The following reports are required for submission to the Audit Committee after consultations with the Deputy Principal Finance & Resources:

An Annual Internal Audit Report providing an opinion on internal control in the College.

A long-term internal audit strategy document supported by an audit needs assessment.

An Annual Internal Audit Plan.

A full report for every assignment including grading of each recommendation to management.

A précis report for every Audit Committee meeting including grading of each material and/or fundamental recommendation to management.

An annual report of Audit recommendations yet to be implemented after completion of an annual follow-up of audit recommendations.

The Service Provider’s Audit Partner is accountable to the Principal and to the College Governing Body (through the Audit Committee) for the performance of the service. The Accounting Officer for the College is the Principal. Day-to-day management of the Deputy Principal Finance & Resources, who must be kept informed of audit results and who monitors implementation of recommendations.

The Deputy Principal Finance & Resources is responsible for ensuring that the College responds appropriately to recommendations and commentary contained within all audit reports, and for the implementation of controls. Certain aspects may be delegated to a Deputy as appropriate. The Service Provider’s Audit Partner will keep the Deputy Principal Finance & Resources informed of audit results and will draw to the attention of the Audit Committee significant findings and recommendations.

The Service Provider will normally produce audit reports within 15 working days of completion of each audit giving an opinion on the area reviewed and making recommendations where appropriate. Such reports will be copied to the Deputy Principal Finance & Resources and the appropriate Head of Department. The latter will be required to respond to each audit report within ten working days of issue, stating their proposed action with a timescale for implementing agreed recommendations. Material recommendations will be followed up within 12 months of an audit report. In addition, the Deputy Principal Finance & Resources will monitor the implementation of audit recommendations by management.

**Internal Audit Plans**

The work of the Service Provider must be planned at each level of operation. The Service Provider’s Audit Partner must prepare plans to carry out the Service Provider’s responsibility for approval by the Audit Committee in July of each year.

Audit plans must be based on a comprehensive understanding of the College, its activities and the way it operates. Operations of high risk and any known problem areas must be clearly identified and the emphasis of the audit plan directed accordingly. The work of the Service Provider must follow a systems-based approach and include an analysis under the assessment of audit needs. This will enable the Audit Committee to judge the effect of any decision they make regarding audit scope or resources.

The needs assessment must include:

Identifying all areas of work by systems and sub-systems;

Determining the way in which systems will be grouped for audit purposes;

Seeking senior management’s views as to which areas for particular factors must be considered high risk;

Assessing vulnerability of each area of work;

Determining the period over which all systems will be audited;

Allocating review frequency to audits;

Estimating the resources required to meet audit needs.

The audit needs assessment must be subject to continual updating and must be completely re-assessed towards the end of one full cycle of coverage.

Audit plans must be based on the priorities indicated in the audit needs assessment and the actual resources available.

Audit plans must be detailed in days and the Service Provider will be required to report actual days incurred against the plan, accompanied by a full justification of any variances.

There must be a long-term strategic audit plan and this must cover a period of three years. This must set out the areas to be covered and their review frequencies, allow for easy extraction of annual plans and be reconciled with available resources. The long-term audit plans must be capable of operating on a roll-forward basis. However, it must be reviewed at least annually. The long-term audit plans will be approved annually by the Audit Committee in July.

A short-term audit plan must be easily translated from the strategic plan into audits to be carried out in the coming year. This must define the scope and purpose of individual audits and allocate resources. The annual audit plan will be approved by the Audit Committee in July of each year.

Actual performance must be regularly monitored against the plan so that it can be revised as necessary. This will be assessed by the Audit Committee in the form of a review in March of each year.

Before work on an assignment begins an Audit Planning Scope will be agreed with appropriate College staff. The Audit Planning Scope will be shared with the appropriate College staff and the Deputy Principal Finance & Resources at least one month prior to the audit.

In addition, every audit must include objectives, resources, locations, timetables, methods, procedures, supervision, reporting and other relevant factors within the audit work plan. It is important to reflect adequate skills and qualifications of staff in this process.

**Method of Commissioning the Service**

Following appointment, the Service Provider will consult with the Deputy Principal Finance & Resources and other Senior Officers and then prepare draft documents for:

A needs assessment and long-term audit strategy for the start of September 2025.

The Audit Committee at its meeting in September 2025 will consider these documents.

The programme of audit assignments will commence shortly thereafter.

**Summary of Performance Standards**

|  |  |  |
| --- | --- | --- |
|  | **Deliverable by Service Provider** | **Criteria for Measurement of Performance**  |
| 1 | Achieve the total Internal Audits allocated to the Service Provider for each year on a timely basis.  | Internal Audits carried out according to the Annual Audit Plan.  |
| 2 | Issue Audit Planning Scope.  | College to be notified of the scope of each Internal Audit at least one month in advance of the audit fieldwork.  |
| 3 | Internal Audit closure meetings.  | To be carried out within 5 days of the completion of Internal Audit work at a prearranged time.  |
| 4 | Produce Draft Internal Audit Report, which reflects the agreed brief.  | To be produced and issued by the date set out in the terms of reference and within 15 working days of the closure meeting.  |
| 5 | Produce Final Internal Audit Report.  | To be produced and issued with 5 working days of receipt of management responses to the Draft Internal Audit Report.  |
| 6 | Produce summary assurance report for Audit Committee review.  | To be produced and issued to the College eight working days prior to the relevant Audit Committee.  |
| 7 | Produce draft Annual Report.  | To be produced and issued to the College in draft by the middle of July each year.  |
| 8 | Produce final Annual Report.  | To be produced and issued to the College in draft by the start of September each year.  |
| 9 | Provide adequate evidence to meet external audit requirements for placing reliance on Internal Audit.  | Satisfactory feedback and suitable assurance for external auditors. |
| 10 | Attendance at planned meetings with both the College and External Audit as detailed throughout this specification.  | Meetings attended by Service Provider representatives appropriate to nature of meeting. There are four Audit Committee meetings per year in September, November, March and July. |
| 11 | Respond to unsatisfactory College satisfaction feedback  | To be provided to the College within 10 working days  |

**TENDER INFORMATION PACK**

To assist the Service Provider in assessing the nature and extent of the requirement, the following information is provided on the number of person days of audits carried out within the College within the past three years:

|  |  |  |
| --- | --- | --- |
| **Year** | **Days** | No. of Reviews |
| 2019-2020 | 24 | 6 |
| 2020-2021 | 26 | 7 |
| 2021-2022 | 25 | 6 |
| 2022-2023 | 27 | 6 |
| 2023-2024 | 30 | 5 |

The number of assignments includes a follow-up exercise of the previous year’s recommendations. The total number of days includes management and contingency time.

It is expected that future Annual Audit Plans will follow a similar pattern to the 2019-2025 Audit Plans.

In providing this information, the College stresses that no guarantees whatsoever are given by the College with regard to levels of expenditure or business which the Service Provider will receive under any contract awarded as a result of this Invitation to Tender.

Internal Audit coverage in the 2024-2025 Audit Plan includes the following audits:

|  |  |
| --- | --- |
| Risk Management | 4 |
| Core Financial Controls | 5 |
| Health & Safety | 5 |
| Marketing (inc Social Media) | 4 |
| MIS Student Data (Bursary and Learner Support) | 5 |
| Follow Up | 3 |
| Management Time | 4 |

**PRICE SCHEDULE**

## Daily Rates

Please indicate below your daily rates and delivery proportions for the categories of staff shown:

|  |  |  |
| --- | --- | --- |
| **Category of Staff** | **Daily Rate exc VAT** | **% Contract Delivery** |
| Audit Partner |  |  |
| Audit Manager |  |  |
| Audit Assistant |  |  |
| Other - Tenderer to Specify |  |  |

## Other Charges

Please detail below any other charges which may be made to the College under the Contract

|  |  |
| --- | --- |
| **Activity** | **Price (£) excl VAT** |
|  |  |
|  |  |

**Discounts and Rebates**

Please give below details of any discounts or rebates which may apply to the above prices

|  |  |  |
| --- | --- | --- |
| Prompt Payment Discount | \_\_\_\_\_\_\_ % | For payment within \_\_\_\_days of invoice |
| Retrospective Rebate | \_\_\_\_\_\_\_ % | For expenditure exceeding £ \_\_\_\_\_\_\_ in any full year |
| Other Discount/RebatesPlease List |  |  |

**SELECTION CRITERIA**

The following selection criteria will be used for shortlisting

|  |  |
| --- | --- |
| **Criteria** | **Weighting** |
| Price -Measured by tendered costs | 40% |
| Experience-Measured by company and staff information and references from other FE Colleges | 60% |

**INVITATION TO TENDER**

Firms will be invited to tender for the College’s Internal Audit Service via the Government’s Find a Tender service. Based on current pricing, the three year contract will be substantially under the UK Procurement threshold and will also be below the College’ current tender limit in its Financial Regulations. The College feels that a tender process will access a wider range of audit firms and provide a better choice.

Mazars will be informed that they cannot tender as they are our External Auditors.

The timetable for the appointment of the College’s Internal Audit Service is:

|  |  |
| --- | --- |
|  |  |
| Audit Committee agree timetable | 26th September 2024 |
| Invitations to Tender distributed  | 1st November 2024 |
| Submission of Tender by Firms | By 19th December 2024 |
| Short-listing by College | By 24th January 2025 |
| Shortlisted Firms invited to present to Audit Committee | 27th January 2025 |
| Audit Committee Presentations | W/c 24th February 2025 |
| Tender Awarded at Audit Committee subject to ratification | 26th March 2025 |
| Decision Ratified by Corporation | 10th April 2025 |
| Contract Starts | 1st August 2025 |
| Annual Audit Strategy / Plan Completed | 3rd September 2025 |
| Annual Audit Strategy / Plan approved by Audit Committee | 18th September 2025 |
|  |  |

**FORMAL REQUIREMENTS**

1. I/We have read the information provided within this Invitation To Tender (ITT) document and, subject to and upon the Terms and Conditions

Contained herein, I/We offer to supply the services described in this Tender Document in such manner as may be required.

DECLARATION BY THE AUTHORISED REPRESENTATIVE(S):-

NAME OF LEGAL REPRESENTATIVE:- …………………………………………………………………….

I, the undersigned, certify that the information given in this tender is correct and that the

tender is valid.

SIGNATURE:-- …………………….………....……….........……. DATE: ....................................................................

First Name:-……………………………………………………… Last Name:-………………………………………..

Title (e.g. Dr, Mr, Mrs):-

Position (e.g. Manager, Director):-

Telephone number:-

e-mail address:-

Website:-